NOTICE TO BIDDERS

Sealed proposals will be received by the **MORGANTON HOUSING AUTHORITY for CAPITAL FUND RESERVES PROJECT until 4:00 P.M., THURSDAY, DECEMBER 3, 2026**, and immediately thereafter publicly opened and read for the furnishing of labor, material and equipment entering into the Modernization of **Project NC 49-2**. Scope of work will consist of renovations and modernization of existing project and includes, but is not limited to, the following items:

- Remove existing and provide new landscaping as shown on drawings, to include Plants (Flowers, Shrubs, Trees) and associated work.
- All other work shown on drawings, in project manual, and as required by codes and the authority having jurisdiction.

A Pre-Bid Conference has been scheduled for THURSDAY, NOVEMBER 19, 2026, AT 10:00 AM. Meeting will be a Virtual PreBid Meeting using Zoom Video Conferencing. Instructions on how to join the Zoom PreBid are listed in the Additional Instructions to Bidders, HUD-5369, Item #26.

All Contractors who wish to participate in the Pre-Bid Meeting must participate through the Virtual method. There will not be an option to attend the meeting on-site.

Contractors will be able to arrange on-site visits to see the site; advance notice is requested so that staff knows visitors are on site. Notify Victoria Smith, vsmith@morgantonhousing.com, in advance of site visit.

Questions shall be submitted in writing to the Bidding Coordinator at bids@stognerarchitecture.com.

LANDSCAPE DESIGN BY OTHERS: Landscape design and associated technical documents were prepared by the Owner's Landscape Consultant. Stogner Architecture, PA is providing bidding, procurement, and limited administrative services only and has not prepared, reviewed, certified, or assumed responsibility for the landscape design or associated technical design documents. Stogner Architecture's compilation, organization, formatting, or distribution of documents prepared by others shall not constitute preparation, review, approval, certification, or acceptance of the technical or design content of such documents.

Complete Plans and Project Manual will be open for inspection at the Housing Authority Office; or complete Plans and Project Manual will be available for on-line viewing from the offices of **Construct Connect** www.constructconnect.com**; Dodge Data & Analytics** http://dodgeprojects.construction.com**;** and **The Blue Book** www.thebluebook.com.

Complete Plans and Project Manual may be obtained by download from Stogner Architecture, PA. by qualified bidders. For instructions on downloading these documents email bids@stognerarchitecture.com.

Documents may be obtained in printed form from **Accent Imaging – Hickory,** 725 11th Avenue Blvd SE, Hickory, NC 28602, Phone: (828) 322-5050, Email: hickory@accentimaging.com.

Stogner Architecture, PA does not warrant, nor guarantee the information made available and/or transmitted to Contractors by 3rd party plan rooms and copy shops. Contractors may contact Stogner Architecture, PA directly to obtain project information and documents.

All contractors are hereby notified that they must have proper license under the State laws governing their respective trades, whether or not Federal Funding is involved.

Contractors are notified that Chapter 87, Article 1, General Statutes of North Carolina will be observed in receiving and awarding Contracts.

Contractors will be responsible to ensure that economic opportunities, to the greatest extent feasible follow Section 3 Requirements 24 CFR Part 135.1 and Section 3 Clause 24 CFR Part 135.38.

Each proposal shall be accompanied by a cash deposit or a certified check drawn on some bank or trust company insured by the Federal Deposit Insurance Corporation, of an amount equal to not less than five percent (5%) of the proposal or in lieu thereof a bidder may offer a bid bond of five percent (5%) of the bid executed by a surety company licensed under the laws of North Carolina and per Section 9 of Form 5369 and individual sureties **must** be listed on US Treasury Circular Number 570 to execute the contract in accordance with the bid bond and per HUD-5369 Sections 9 and 10. **Five Percent shall be based on the maximum bid price, ie: Base Bid plus Unit Prices plus Contingency Allowance plus All Add Alternates**. Said deposit shall be retained by the Owner as liquidated damages in event of failure of the successful bidder to execute the contract within ten (10) days after the award or to give satisfactory surety as required by law. **(Bid Bond not required if bid is less than $250,000.00.)**

Refer to provisions for Equal Employment Opportunity and payment of not less than the minimum salaries and wages indicated in the project manual must be paid on this project.

A Performance Bond and a Payment Bond will be required for one hundred percent (100%) of the contract price. **Performance and Payment Bond not required if Bid is less than $150,000.00.**

Payment will be made on the basis of ninety percent (90%) of monthly estimates and final payment made upon completion and acceptance of work.

Bid Opening:
Bids will be opened and read from the Stogner Architecture, PA office. The bid opening will be a **Virtual Public Bid Opening using Zoom**. All bidders may attend the Bid Opening virtually via Audio and/or Visual Conferencing through the Zoom Video Conferencing platform or in-person.

The Bid Date and Time will be enforced and the Zoom Meeting will start exactly on time.

For instructions on how to use Zoom to access the Virtual Public Bid Opening, please refer to Additional Instructions to Bidders, HUD-5369, Item 26.

Bid Delivery Methods:
Bids may be delivered by one of the following methods:

1. Bids may be dropped off at the office of the Bidding Coordinator:

   Stogner Architecture, PA
   615 East Broad Avenue
   Rockingham, NC 28379

2. Bids may be sent to the office of the Bidding Coordinator by United States Postal Service Express Mail Next Day Service per HUD 5369, Page 204, Section 5.3. Pay attention to the time that it must be sent in order to reach the Stogner Architecture office before the Bid Date and Time – overnight delivery to Rockingham is not guaranteed by all delivery companies and the delivery timeframe varies based on the location of origin. Equal service by FedEx or UPS will be accepted.

3. Bids may be sent by Registered or Certified Mail as spelled out in the Notice to Bidders, HUD-5369, Page 2 of 4, Section 5.1. Please pay attention to timing.

4. Bids may be sent electronically and uploaded to a Secure File Sharing System called Sharefile per the Notice to Bidders, HUD 5369, Page 2 of 4, Section 5.2, by Bidders who follow the instructions below.

   Bidders who wish to submit their bid electronically may upload their Entire Bid Package to the Stogner Architecture Sharefile by Citrix Account. Electronic Upload to the Stogner Architecture Sharefile account is the only approved method of electronic Bid Package Submission.

   - Bidders will need to visit this exact URL/Web address: https://stognerarchitecture.sharefile.com/r-r201ebd22c54d41e0aec1b656104fada3
   - Enter Company Name and Name.

- Upload their entire bid package electronically.
- Bid uploads will automatically be time- and date-stamped as they are loaded into the Sharefile accounts.
- Bids will not be viewed by anyone prior to the Bid Opening Date and Time.
- Bids will be viewed electronically after the Bid Opening Date and Time. Bids will automatically be time- and date-stamped each time a party views the files. This will ensure that bids will be considered "sealed" until after the bid receipt date and time.
- The Viewing log can be made available to bidders upon request.

This process basically requires uploading a file to a secure server. Bidders who choose this method must begin the process early enough so that the files are received, not just sent, no later than the Bid Date and Time.

Keep in mind that large files may take longer to upload. Additionally, bidders who choose to scan / convert their bids into an electronic file should double check the electronic file prior to upload to ensure that papers did not "stick together" or "go missing" or other during your scanning process. Bidders will not be able to claim that a portion "did not scan" or "are missing" as an excuse for missing documents.

Late bids due to "internet outages", "slow internet", etc will not be accepted.

Emailed/Faxed bids will not be accepted. These methods of transmission have limitations that make it more difficult to guarantee that a bid package has not been opened before the set bid date and time.

5. The Morganton Housing Authority is authorizing this method as a onetime method, and this procedure may not be an option for future bids. Bid should be sent early enough so that it is actually received, not just sent, no later than the Bid Date and Time.

No bid may be withdrawn after the scheduled closing time for the receipt of bids for a period of Sixty (60) days.

The Owner reserves the right to reject any or all bids and to waive informalities.

Signed:

Victoria Smith
Executive Director
MORGANTON HOUSING AUTHORITY
Morganton, North Carolina

Bidding Coordinator:
Stogner Architecture, PA
615 East Broad Avenue
Rockingham, North Carolina 28379
bids@stognerarchitecture.com

Design:
Morganton Housing Authority's independent Landscape Consultant